

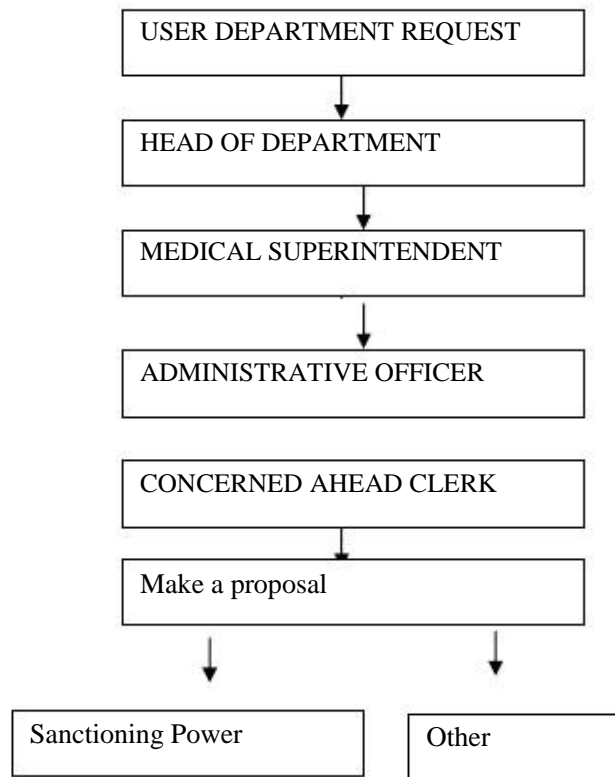
CHAPTER - 9

(Manual – 8)

PROCEDURE FOLLOWED IN DECISION MAKING
PROCESS

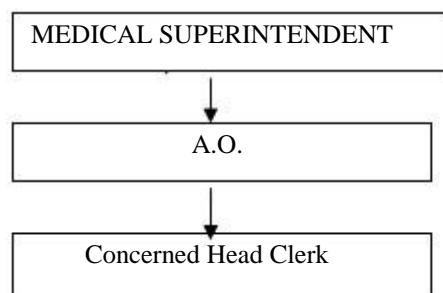
9.1 The procedure followed to take decision for various matters.

For purchase of Plant & Machinery



Regarding Administrative Matters :

PBCF, Confidential, Leave, Indents, Imprest, Repairs & Maintenance.



9.2 What are the documented procedures/laid down procedures/Defined criteria/rules to arrive at a particular decision for important matter ? What are the different levels through, which a decision process moves ?

- Details can be collected from A.O.

9.3 What are the arrangements to communicate the decision to the public ?

- 1) PRO dept.(in Head Office)
- 2) Civic Diaries
- 3) Civic Calendar
- 4) Civic Bulletin
- 5) MSW/CDO in the hospital
- 6) Notice Board to communicate about the decision.

9.4 What are the Officers at various levels whose opinions are sought for the process of decision making ?

- Municipal Commissioner, Director (ME & MH)Chief Medical Supdt., Medical Supdt.,Sr.M.Os.

9.5 Who is the final authority that wets the decision ?

- To appeal ChMS & HOD (SHCS) & Director (M.E)